



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov

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April 10, 2009

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE DEPARTMENT OF PUBLIC HEALTH'S USE OF DELEGATED
AUTHORITY TO OFFER AND SIGN A TEMPORARY PERSONNEL AGREEMENT WITH
PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.**

This is to advise you the Department of Public Health (DPH) will exercise its delegated authority, as approved by your Board on September 19, 2006, authorizing the Director of Public Health, or his designee to enter into subsequent temporary personnel services agreements with either Maxim Staffing Solutions (Maxim) and/or Public Health Foundation Enterprises, Inc. (PHFE). Temporary personnel services have been used by DPH to support time limited projects requiring specific services, such as surveillance, HIV counseling, epidemiological studies, behavioral characterization and prevention activities.

Under this action, DPH's Office of AIDS Programs and Policy (OAPP) will enter into an agreement with PHFE to retain skilled personnel with detailed technical knowledge and training in HIV counseling and testing to assist with the Human Immunodeficiency Virus (HIV) Project: Expanded and Integrated HIV Testing for Populations Disproportionately Affected by HIV, Primarily African Americans. PHFE was selected due to its familiarity and ability to meet the needs of the project.

On May 20, 2008 your Board approved acceptance of a Notice of Cooperative Agreement (NCA) from the Department of Health and Human Services (DHHS), Centers for Disease Control and Prevention (CDC) in the amount of \$735,350 for the period of September 2007 through September 2010 of which \$625,260 will be used for the agreement with PHFE. This amount is comprised of carry over funds which consist of \$192,793 for 2007-08, \$255,527 for 2008-09; and \$176,940 for 2009-10 from CDC Notice of Cooperative Agreement Numbers 1U62PS000768-01 and 5U62PS000768-02. The term of this project is effective upon execution by both parties through June 30, 2010; 100 percent offset by grant funds, at no net County cost.

County Counsel and the Chief Executive Office have reviewed and approved the temporary personnel services agreement as to form.

If you have any questions or require additional information, please let me know.

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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors